

**Newfields Planning Board Meeting
Capital Improvement Program
November 9, 2006**

Attendance: William Meserve, Michael Price, Elliot Alexander, John Hayden and Town Planner Reuben Hull. Absent from the meeting was Mike Todd.

Chairman Bill Meserve called the meeting to order at 6:05pm.

Bill explained the importance of updating the CIP. The last update was done in 2000. It is the responsibility of the Planning Board to keep the CIP current. In March 2005 the Town approved impact fees but a current and accurate CIP needs to be in place to assess impact fees on new developments. The Budget Committee will use the CIP when formulating the budget.

Mike Price explained that we need figures from the individual departments in order to establish impact fees. The fees are calculated by putting the numbers into a formula.

John Hayden explained that the town voted in 1987 to allow for the adoption of a CIP. The CIP was formulated by sending out a questionnaire to each department requesting their future needs. The major benefit of having a CIP is to level off spending and annual tax increases. By planning, large sums of money don't have to be raised all at once. They are looking for future capital expenses not normal operating expenses. The impact fee ordinance that the town passed is useless without an approved CIP. The Board is going to try to hold an annual meeting to keep the CIP current.

Jeff Buxton asked what will happen to the current impact fees that are being collected for the Fire Department. The Board was uncertain as to the future status of those fees.

Bill explained that the Board doesn't know what the Police Department will need in 10 years. It is obvious that they need a new facility but they need details from the Chief so that they can figure it into the CIP.

Newfields Elementary School Principal Dennis Dobe informed us that the School has a CIP. He submitted the School CIP to the Board. It is a projection of what the school will need in the next five years. The School Board had two demographic studies done and concluded that the school population is expected to remain about the same in the next five years. School enrollment has not increased.

Dennis asked what the likelihood of further development would be. John said that there could be a potential increase of 25-30 percent in coming years. We have a total of 45 new homes to be built in the Evergreen Subdivision and River Run Subdivision.

Bill commented that currently the Fire Department puts away money each year for the purchase of vehicles. The Highway Department has an annual plan for the maintenance of roads but there are roads such as Halls Mill Road and Old Lee road that need extensive work. They are deficient on drainage and need to be completely redone. This is an example of a capital expenditure which should be put in the CIP. Bill added that land conservation cannot be in a capital budget.

The Rockingham Planning Commission assisted us with formulating the existing CIP. We pay annual dues to the RPC and they are there to help us.

Win Fream asked if there was a template or a format that should be followed or a document that defines what is expected of each department.

John said that a questionnaire and worksheet were sent out to each department for the formulation of the existing CIP. We should do that again and then schedule another meeting. It is not the right situation this year to budget for next year. The Board would like to have the CIP in place by late summer, early fall for the Budget Committee to look at. The sooner we get figures in the sooner we can update the document.

Fire Chief Jeff Buxton mentioned that the departments need some direction. The Fire Department doesn't need anything right now but is the town planning on a new Police Department or a Municipal Complex. They need to know in order to plan for the future.

Chief Reed commented that someone needs to decide what will be done with the Police Department in the future. Does the Town want a short term solution or long term solution? The short term solution would be to convert the old Post Office into a PD. In looking at the big picture, the common sense approach would be a safety complex. All departments need to be together on this if that is the direction the Town wants to take.

Bill said that maybe we need to hire a professional to come in and assist us with future planning. We need to look at where a facility could go.

Bobbi Byrne would like to see an expansion of the Library. She proposes combining the Conservation Commission and Library. Services could be expanded. People could come to the Library and research their families. She added that the Town Library is a historical building that has been neglected and should be restored. There is also the need for a place to store town historic records and the library could be that place.

Bill mentioned that we are gathering information right now. The goal is to have a working draft together by March. A couple of hearings will need to be held.

Jeff Buxton mentioned that any existing buildings that are renovated will need to be brought up to code. This expense should be included in any capital improvement projects that may involve the Town Hall, Library or old Post Office.

With no further business to discuss, the meeting adjourned at 7:15pm.

Respectfully submitted,

Sue McKinnon

